

### Option 1 – DEFENSIVE DRIVING SCHOOL

If you choose to attend defensive driving school and you are eligible to attend, you will not have to make a court appearance. **YOU MUST COMPLETE THE COURSE AT LEAST SEVEN DAYS PRIOR TO THE SCHEDULED COURT DATE.** Otherwise you must appear on your scheduled court date and request permission to attend driving school. The court clerk will be able to help you with your request.

#### YOU MAY BE ELIGIBLE IF:

1. You were cited for a moving civil traffic violation that did not result in the serious injury or death of any person.
2. You have not attended defensive driving school in Arizona in the past two years.
3. The violation code on your citation is an eligible violation.

Commercial Drivers (CDL) license holders are not eligible to attend defensive driving school.

If you were cited for more than one violation you can only go to school for one eligible violation. For any other violation you must either:

1. Pay the appropriate fine / civil penalty.
2. Appear in court.
3. Request a hearing (if you attend defensive driving school you may not request a hearing for that violation).

To find a list of certified defensive driving schools, go to <http://www.azdrive.com> or call the Arizona Supreme Court's toll free automated defensive driving school information line at 1-888-334-5565.

Out-of-State violators eligible to attend driving school must register for out-of-state attendance through an Arizona state certified school. The Arizona school will handle all registration arrangements.

Call an Arizona Supreme Court certified defensive driving school. Have your traffic citation and a pen or pencil ready when you call to write down instructions for enrolling.

At the time of the scheduled class you must bring with you a copy of 1) your traffic citation; 2) your driver's license; and, 3) a certified cashier's check or money order payable to the school.

Complete the class 7 days before your court appearance date.

Revised: 11-2-2011

### Option 2 – ADMIT RESPONSIBILITY – Pay by Mail

You may pay the appropriate civil penalty and mail your payment. **DO NOT SEND CASH IN THE MAIL**

#### 1. READ and SIGN the following statement:

*I waive my right to a hearing and enter a plea of responsible.*

Signature: \_\_\_\_\_

The Justice Courts accept personal checks, money orders, cash, and credit cards as payment.

All civil penalties are due in full on or before the scheduled appearance date.

If a payment reaches the court after the scheduled court date, you must add \$50.00 to the amount due for additional fees associated with the late payment and default.

#### 2. PRINT Name as it appears on the citation:

\_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

#### 3. WRITE the complaint number below:

\_\_\_\_\_

(Printed in the upper left hand corner of the citation)

**4. MATCH** the violation code(s) on the COMPLAINT to the codes listed on the listed FINE / CIVIL PENALTY in order to determine the amount owed. Circle the violation(s) being paid, enter the amount for each violation and fee(s), then total:

Charge #		CIVIL PENALTY
1/A	=	\$ _____
2/B	=	\$ _____
3/C	=	\$ _____
4/D	=	\$ _____
5/E	=	\$ _____

*If the payment will reach the court after the court date:*

ADD \$20.00 late payment fee \$ \_\_\_\_\_

ADD \$30.00 default fee \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

#### 5. METHOD OF PAYMENT

☐ Check ☐ Money Order

☐ Credit Card – Visa/MC/Amex/Discover

(enter card number below)

\_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

Print Cardholder Name Signature

**6. DETACH and MAIL** this page **with a COPY OF YOUR CITATION** in the attached envelope. Mail to the Justice Court noted on the citation at least FIVE working days before the scheduled court date.

### Option 3 – DENY RESPONSIBILITY – Request a Hearing

1. You may request a hearing by mail or by appearing on your scheduled court date.
2. If you request a hearing you give up the option of attending a defensive driving school diversion program (for that violation).
3. You may voluntarily post a deposit in the amount of the civil penalty to ensure your license is not suspended should you fail to appear for the hearing. **Do not send cash in the mail.**

The officer who issued the citation will be subpoenaed to appear at the hearing.

You must appear on the date assigned and be prepared to present evidence and/or examine witnesses before a Justice of the Peace or Civil Traffic Hearing Officer.

#### 1. READ and SIGN the following statement:

*I request a hearing to contest the violation indicated below. I enter my plea of not responsible. I understand I am giving up my option of attending a Defensive Driving School diversion program. I understand that I may voluntarily enclose a deposit (cashier's check or money order) equal to the civil penalty, which will be forfeited should I fail to appear for my hearing. I further understand that by posting a deposit, my failure to appear will not result in the imposition of additional monetary assessments and the court will not order a suspension of my driver's license. No court appearance is required.*

Signature: \_\_\_\_\_

**Deposit** ☐ is ☐ is not enclosed

#### 2. WRITE the complaint number which appears in the

upper left hand corner of the citation: \_\_\_\_\_

#### 3. ENTER the Violation Code(s) for which you are

requesting a hearing: \_\_\_\_\_

#### 4. PRINT Name as it appears on the citation:

\_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**5. CHECK one:** ☐ I will be represented by a lawyer

☐ I will not be represented by a lawyer

**6. DETACH and MAIL** this page with your **DEPOSIT** and a **COPY OF YOUR CITATION** in the attached envelope. Mail to the Justice Court noted on the citation at least five working days before the scheduled court date.

You will be notified by mail of the hearing date.

**IMPORTANT:** *If you don't receive a court date within 30 days after mailing the request for hearing, call the court.*

## OTHER IMPORTANT INFORMATION

You may appear on your scheduled court date to admit the violation with an explanation to the judge. The court will consider the explanation in determining the civil penalty.

All fines are due in full on the same day they are imposed. A \$20.00 time payment fee is added to all fines and penalties not paid in full on the same day they are imposed.

Without seeing the judge court staff can extend the time for you to attend driving school (up to 30 days), when you appear on your scheduled court date.

Without seeing the judge court staff can schedule a hearing date when you deny responsibility and request a hearing be set.

Without seeing the judge court staff can take your payment and issue a receipt.

Without seeing the judge court staff can also help you with the following violations:

**28-2532A** When you admit responsibility for driving with expired registration and provide proof of renewed registration. The \$582.00 civil penalty can be reduced to \$124.50.

**28-4135A, B, or C** When you provide proof that insurance was in effect on the date the citation was issued, the clerk can help process a dismissal.

Otherwise, a NO PROOF OF INSURANCE violation can carry stiff civil penalties ranging from \$948.00 to \$1,863.00, plus suspension of your driver's license and suspension of the registration and license plate of the motor vehicle for 3 months for a first offense.

The court may waive the license suspension as well as the monetary civil penalty if the person presents the court with proof that a six month vehicle insurance policy has been purchased and the person presents to the court an MVD record showing no insurance violations within the past 24 months or one violation within the past 36 months.

**28-3169A** When you provide proof of a legible driver's license, the clerk can help process a dismissal.

If you are charged with 28-3473A, DRIVING ON A SUSPENDED LICENSE due to unpaid citation(s), reinstatement of your driver's license may lead to a reduction of the fine or dismissal of the charge.

To reinstate your license do the following:

1. Call MVD at (602) 255-0072 or visit your local driver's license office to find out which court(s) have unpaid citations.
2. Pay all citations in full at each court(s).
3. Return to MVD with proof of each payment and pay reinstatement and license fees.
4. Bring proof of reinstatement with you on your scheduled court date.

## FINE / CIVIL PENALTY

IF YOUR VIOLATION IS NOT LISTED BELOW OR YOUR VIOLATION IS FOR AN ACCIDENT RELATED OFFENSE, YOU MUST CONTACT THE COURT PRIOR TO YOUR APPEARANCE DATE.

\* VIOLATION ELIGIBLE FOR DEFENSIVE DRIVING SCHOOL

\*\* PLEASE NOTE: ADDITIONAL CONSEQUENCES ARE ASSOCIATED WITH VIOLATIONS OF ARS 28-645A3A OR 28-647.1 IF YOU PAY OR ADMIT RESPONSIBILITY OR YOU ARE FOUND RESPONSIBLE AT A HEARING, ON RECEIPT OF JUDGMENT MVD WILL REQUIRE THAT YOU ATTEND A TRAFFIC SURVIVAL SCHOOL (TSS). IF YOU ARE ELIGIBLE, YOU MAY OPT TO ATTEND DEFENSIVE DRIVING SCHOOL. THE VIOLATION WILL BE DISMISSED AND WILL NOT BE REPORTED TO MVD.

* 28-644A1, A2	.....	\$168.00
* 28-645A1A, A1B	.....	\$168.00
* 28-645A3A, A3B, A3C	.....	\$168.00
* 28-645B, C	.....	\$168.00
* 28-646A1	.....	\$168.00
* 28-647.1, 28-647.2	.....	\$168.00
* 28-651	.....	\$168.00
* 28-701A (Failure to Control Speed – Accident)	.....	\$168.00
* 28-701A (Non-Accident)	.....	See Speed Table
* 28-701E	.....	\$168.00
28-702.01A (Petty Offense – No Points).	.....	\$ 59.00
* 28-702.01C, 28-702.04B, 28-710A	.....	See Speed Table

### SPEED TABLE – MPH OVER

1 – 9	\$168.00	21 – 29	\$247.00
10 – 15	\$185.00	30 – 39	\$323.00
16 – 20	\$197.00	40 +	\$470.00
* 28-704A, C, 28-705, 28-706A	.....	\$168.00	
* 28-710B (Fines double)	.....	Call the Court	
* 28-721 thru 28-734	.....	\$168.00	
* 28-737A	.....	\$399.00	
* 28-751.1, 2, 3, 4, 28-751.4A, B	.....	\$168.00	
* 28-752	.....	\$168.00	
* 28-753 thru 28-774	.....	\$168.00	
* 28-775A1, A2, A3	.....	\$168.00	
* 28-775C, D, D1, D2, E, E1, E2	.....	\$168.00	
* 28-776A, B	.....	\$168.00	
* 28-815D	.....	\$168.00	
* 28-851A, B, 28-852	.....	\$168.00	
* 28-854 thru 28-856	.....	\$168.00	
* 28-858	.....	\$168.00	
28-871	.....	\$123.00	
28-873A1 thru 28-873A15	.....	\$123.00	
28-874A, C	.....	\$123.00	
* 28-891A, B	.....	\$168.00	
* 28-894 thru 28-897	.....	\$168.00	
* 28-901A1, A2	.....	\$168.00	
* 28-903A thru 28-904A	.....	\$168.00	
* 28-906	.....	\$168.00	
28-907A, B	.....	\$124.50	
28-909A1, A2, B1, B2	.....	\$ 50.00	
28-952A1 thru 28-953C	.....	\$143.00	
28-955A – D	.....	\$216.00	
28-958.01A thru 28-958.01B6	.....	\$143.00	
28-2058A2B	.....	\$143.00	
28-2060A, B, C, E	.....	\$143.00	
28-2153A, B1, B2	.....	\$143.00	
28-2158C	.....	\$143.00	
28-2164.3	.....	\$143.00	
28-2354C	.....	\$ 87.90	
* 28-2416F, 28-2416.01E	.....	\$675.00	
28-2532A	.....	\$582.00	
(With proof of renewed registration)	.....	\$124.50	
28-2533A	.....	\$582.00	
28-3151A	.....	\$143.00	
28-3169A (Dismissed upon showing of driver's license)	.....	\$143.00	

## MARICOPA COUNTY JUSTICE COURTS

<http://justicecourts.maricopa.gov>

### COURT BUSINESS HOURS

Monday through Friday: 8:00 AM – 5:00 PM

(Except legal holidays as observed by Maricopa County Government)

**If you need reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), call the court at least 3 days prior to the scheduled hearing.**

If you are **under the age of 18** you **MUST appear in court with a parent or guardian.**

**No weapons are permitted in any Court Building.**

If you have questions or need additional information, call the court noted on the citation. Have your copy of the citation available when you call.

If you received a **criminal** traffic or misdemeanor citation you must appear in court on your scheduled court date. Failure to appear will result in a warrant issued for your arrest plus additional fees and penalties.

If you received a **civil traffic** citation, read the information provided to help you in choosing an appropriate option:

**OPTION 1** ATTEND DEFENSIVE DRIVING SCHOOL

**OPTION 2** ADMIT RESPONSIBILITY  
and pay your fine by mail.

**OPTION 3** DENY RESPONSIBILITY  
and request a hearing by mail.

### FAILURE TO APPEAR OR FAILURE TO PAY CAN RESULT IN SERIOUS CONSEQUENCES

Failure to appear for a criminal violation will result in an additional misdemeanor charge of failure to appear in the second degree and warrant issued for your arrest. Additional fines, fees and penalties may be incurred.

Failure to appear for a civil traffic violation will result in an admission of responsibility and judgment will be entered for the State. The court will report the failure to appear to MVD and direct that your license be suspended and remain suspended until the civil penalty is paid in full. A \$20.00 time payment fee and a \$30.00 default fee will be added to the total due.

You could be arrested and jailed for driving on a suspended license.